



CIVIL SERVICE BOARD MEETING MINUTES

DATE: Monday, July 2, 2012
5:00 PM, Regular Meeting

BOARD: James "Mickey" Dunlap, Chairperson
M.D. Talbot, Board Member, Vice Chairperson
Debra Allen, Board Member
Doug Coulter, Board Member
Hugh Logan, Board Member

STAFF: Terri L. Cassidy, HR Director and Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

1. REGULAR MEETING CALLED TO ORDER – 5:00 PM

2. ROLL CALL

All Board Members were present

3. THE PLEDGE OF ALLEGIANCE

The flag salute was led by Board Member Dunlap

4. OFFICIAL ANNOUNCEMENT OF BOARD MEMBERS APPOINTED TO THE CIVIL SERVICE BOARD AT THE JUNE 26, 2012 COUNCIL MEETING

Ms. Cassidy, Secretary to the Board/HR Director, announced that Board Members Dunlap and Allen were both reappointed to another four-year term.

5. CHAIRPERSON ELECTION

Board Member Logan nominated Board Member Dunlap for FY12/13 Chairperson. No other nominations were announced.

A Motion was made by Board Member Allen to close Chairperson nominations. Board Member Coulter seconded the Motion. The Motion passed 5 Ayes, 0 No.

The Board Members voted to elect Board Member Dunlap to serve as Chairperson (July 2012–June 2013). All Board Members (5) voted Aye, 0 No.

Board Member Dunlap was elected Chairperson.

6. VICE CHAIRPERSON ELECTION

Board Member Coulter nominated Board Member Talbot for FY12/13 Vice Chairperson. No other nominations were announced.

A Motion was made by Board Member Allen to close Vice Chairperson nominations. Board Member Logan seconded the Motion. The Motion passed 5 Ayes, 0 No.

The Board Members voted to elect Board Member Talbot to serve as Vice Chairperson (July 2012 – June 2013). Board Member's votes: 4 Aye, 0 No, 1 Abstain (Talbot). Board Member Talbot was elected Vice Chairperson.

7. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

8. CONSENT CALENDAR

A. APPROVAL OF MINUTES

A Motion was made by Board Member Coulter to approve the June 4, 2012 Meeting Minutes with no corrections. Board Member Logan seconded the Motion. It was approved 5 Ayes, 0 No.

B. INFORMATIONAL ITEMS

- I. Firefighter Eligibility List
- II. Lateral Police Officer Eligibility List

9. CURRENT BUSINESS

A. Oral Reports

I. Secretary's Report – Terri Cassidy, HR Director and Secretary to the Board, reported:

- a) The Charter Update Committee met on June 28, 2012. They will not be recommending any changes to Article VIII, Section 801 of the City Charter to the City Council as it relates to Positions included in the Civil Service System.
- b) Memo submitted regarding recruitment procedure for classifications containing both part-time and full-time positions recommended by Police Chief Johnson. Occasionally there are classifications such as Dispatcher and Community Service Officers that are staffed with both part-time and full time employees. In order to create more efficiency and flexibility, the applicants would be placed on the recruitment list for both part-time and full-time status. This would eliminate conducting an additional recruitment with the same screening process.

Board Member Allen inquired if the Associations had been notified of this change.

Police Chief Johnson, addressed the Board and notified them that he has spoken informally to both the Police Association and Police Management Association; both associations are in favor of this change.

- c) Ms. Cassidy gave Board Members a brief description of the new Employee Performance Evaluation System – Performance Pro. The system was selected by a focus group and after extensive research on these was completed. Though in the early stages of implementation, we are hopeful we can fully execute it before the end of the calendar year.

Board Member Logan inquired about the staff's ability to maintain the software and the Association's comments regarding the new system.

Board Member Allen further inquired if the department directors and supervisors using the software had commented.

Terri Cassidy informed the Board that the Performance Pro software is a web based system which staff will be thoroughly trained to use and maintain. The Associations and departments have reviewed the software and are in general support for the new system.

2. Fire Department's Report – Scott Poster, Fire Chief, reported:

a. **Fire Operations Update:**

- i. The Newport Beach Fire Department has increased paramedic staffing and ambulances in service for the summer due to increase in the amount of calls received.
- ii. Fire Department has increased staff by one engineer and two ambulances in services for the 4th of July and summer events. Fire Department is out in the community more, enforcing those events along with the Police Department.
- iii. Firefighter Recruitment tested 103 candidates. Interviews to begin soon.
- iv. Multi-casualty, five car accident in Corona Del Mar on PCH occurred in front of our Battalion Chief. Being on scene, he was able to notify the appropriate resources quickly.
- v. Firefighters and Lifeguards worked together to rescue a 14 year-old boy which was pulled in by the surf on Ladder Rock.

b. **Life Safety Services Update:**

- i. A Fuel Modification Inspection was completed in Newport Coast on June 20, 2012. 23 out of 24 Home Owner Associations were compliant.
- ii. Our hazard reduction on Buck Gully was completed June 6, 2012. Out of 171 properties, only 77 were out of compliance. We will be

working with those out of compliance. Weed abatement completed on 188 private property inspections.

- iii. We are proud of our CERT Team. Washington DC requested Matt Brisbois represent our team at the National CERT three day seminar. Thank you Matt for representing us and the City.

c. **Marine Operations Update:**

- i. Junior Lifeguards began June 25 with 1,312 participants in the program.
- ii. Our Annual Hot Dog Dinner is coming up on Thursday at 5:30 p.m. between streets A & B.
- iii. We had two boat incidents within the last two weeks. A 28 foot sailboat washed up on F Street in the Peninsula. The boat settled in the sand and broke apart when removed. An 18 foot boat was powered dangerously close to the rocks just south of Little Corona Beach.

3. Police Department's Report – Jon Lewis, Police Lieutenant, reported:

- a. The Police Department has fully prepared and staffed for the 4th of July. We expect this holiday to go smoothly and hope to have a Family Friendly 4th of July. Any information we have regarding the special event or traffic can be found on our website: www.nbpd.org or by calling the Public Information Line at (949) 644-3696.
- b. Recruitments:
 - i. Hired three Police Recruits and started them with the Orange County Sheriff's Academy. We are proud of them as they start this journey.
 - ii. Continue to actively recruit for Lateral and Entry Level Police Officers.
 - iii. In the Background Check of the process are candidates for Lateral and Entry Level Police Officers.

- iv. Starting recruitment for Community Service Officers. A big thank you to Human Resources as a high volume is expected for this recruitment.

The Board would like to compliment Fire, Lifeguards and Police employees working at Balboa Island. The volunteers are working hard assisting children and pedestrians. They are doing a great job!

10.CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

None

11.ADJOURNMENT

The meeting adjourned at 5:35 pm.

The agenda for the Regular Meeting was posted on Thursday, June 28, 2012, at 3:45 PM, on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.



James "Mickey" Dunlap, Chairperson
Civil Service Board